

AMENDMENT NUMBER I
2005-2006 HOLMES COMMUNITY COLLEGE BULLETIN

I. The following instructional policies have been changed:

1. The Honors Program has been removed.
2. The Absence Policy for Cosmetology students has been changed as follows:
When absences exceed 30 hours, the student will be cut-out.
Thirty minutes will be deducted for each tardy of one to five minutes.
If a student is more than 15 minutes late, the actual time rounded up to the next hour will be deducted.
3. Line item expenses have been changed as follows:
Online Class Per Credit Hour Fee \$10
4. The Refund Policy has been changed as follows:

The following changes will be made to the Refund Policy: (Changes are in all CAPS)

- A. A student who enrolls on a full-time basis for a fall or spring semester and drops to part-time status **DURING THE FIRST FOUR WEEKS OF THE SEMESTER** will have his or her fees adjusted to the part-time student rate. **NO ADJUSTMENTS IN TUITION WILL BE MADE FOR PART-TIME OR FULL-TIME STUDENTS AFTER THE FIRST FOUR WEEKS.**
- B. A portion of the entrance fee **FOR FULL-TIME STUDENTS (\$160 PER SEMESTER)** is for matriculation and is non-refundable. **FOR STUDENTS WHO DROP FROM FULL-TIME TO PART-TIME STATUS DURING THE FIRST FOUR WEEKS OF SCHOOL, THEIR MATRICULATION FEE WILL ADJUST FROM THE FULL-TIME RATE TO THE PART-TIME RATE (\$10 PER SEMESTER). NO ADJUSTMENTS IN MATRICULATION FEES WILL BE MADE FOR PART-TIME OR FULL-TIME STUDENTS AFTER THE FIRST FOUR WEEKS.** In addition to the matriculation fee, each student pays a non-refundable activities fee of \$5.00 for a dorm student and \$2.00 for a commuting student. **THE ACTIVITY DATE (DATE THE WITHDRAWAL, DROP, or CUT-OUT IS ENTERED INTO BANNER BY THE DATA ENTRY PERSON)** is the date the Business Office uses to calculate refunds. The remainder of the fee is refundable as follows: The chart of refunds is not changed.
- C. Board (**MEALS**) is refunded **AT A DAILY RATE BASED ON THE DAYS REMAINING IN THE SEMESTER. THE ACTIVITY DATE (DATE THE WITHDRAWAL, DROP, or CUT-OUT IS ENTERED INTO BANNER BY THE DATA ENTRY PERSON)** is the date the Business Office uses to calculate refunds. (The following sentence is removed: No reduction is made for absences of less than two continuous weeks (holidays excluded).)
- D. **PARAGRAPH D IS REMOVED. THE POLICY FOR REFUNDS FOR ACTIVE DUTY SERVICEMEN IS STATED ON PAGE 55.**

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5. The Occupational Therapy Assistant Program recommends a 78 passing score per class.
The Occupational Therapy Assistant Program will require a passing score on a comprehensive program final prior to graduation. Each student will be allowed three opportunities to pass the comprehensive final for the program. If a student does not pass by the second attempt, the faculty will collaborate with the student to develop a plan of action for passing on the third attempt.
6. A score of 35 will be recommended on a Music Theory Placement Test for a student to take Music Theory I (MUS 1214). Those Music Majors making 34 or below will be recommended to Fundamentals of Music (MUS 1133).

II. The following Academic Programs have been changed:

1. Pre-Clinical Laboratory Sciences:
Social/Behavioral Science has been removed.
Introduction to Computer Science (CSC 1113) has been added.
Microcomputer Application (CSC 1123) has been added.
Calculus I (MAT 1613) has been added.
Calculus II (MAT 1623) has been added.
2. Pre-Cytotechnology:
Psychosocial Elective has been removed.
Fine Arts Elective has been removed.
Elective hour of one has been removed.
General Psychology has been added.
3. Pre-Dental Hygiene:
Business Related Elective has been removed.
Psychosocial Elective has been removed.
Introduction to Sociology (SOC 2113) has been added.
Organic Chemistry I (CHE 2424) has been added.
Students must have a minimum of 60 transferable hours, with a minimum 2.0 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred. Students must also complete 8 hours of observation of a licensed or registered dental hygienist in a clinical environment and submit completed Observation Form prior to admission to the program.

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4. Pre-Physical Therapy:
Child or Adolescent Psychology has been removed.
Introduction to Computer Concepts (CSC 1113) has been added.
Statistics (MAT 2323) has been added. General Biology I & II (BIO 1134 & BIO 1144) will be allowed to substitute for Zoology I & II (BIO 2414 & BIO 2424).
5. Pre-Radiologic Technology:
Natural Science Elective has been removed.
Elective of 3 hours has been removed.
Introduction to Sociology (SOC 2113) has been added.
6. Secondary Education – Music (Instrument, Piano, Voice):
Recital Class will now receive one hour credit (MUS 1911, 1921, 2911, & 2921).
Music Literature I & II (MUS 2413 & MUS 2423) will no longer be taught.
Beginning Conducting (MUS 1612) will no longer be taught.
7. Secondary Education – Technology Teacher:
History has been replaced with Humanities/Fine Arts Elective.
8. Associate Degree Nursing:
Anatomy & Physiology I & II (BIO 1514 & BIO 1524) will be allowed as a substitute for Human Anatomy & Physiology I & II (BIO 2514 & BIO 2524).
ENG 1123-English Composition II will be replaced with Humanities/Fine Arts Elective.

III. The following Technical Programs have been changed:

1. Automotive Technology:
Computer Literacy requirement has been added

Business & Office Technology:

2. Accounting Technology:
Keyboard Concepts (BOT 1843) is no longer taught.
Operating Systems (BOT 2143) is no longer taught.
Communication Technology (BOT 2823) has been removed.
Microcomputer Applications (BOT 1113) has been added.
Document Formatting & Production (BOT 1113) has been added.
Desktop Publishing (BOT 2133) has been added.
The Accounting Technology program of study prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently

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employed in accounting who wish to advance. The program provides a foundation for students transferring to a four-year college or university to pursue a specialized degree in the field.

3. Medical Office Technology:

Keyboard Concepts (BOT 1843) is no longer taught.

Operating Systems (BOT 2143) is no longer taught.

Integrated Computer Applications (BOT 2833) has been removed.

Desktop Publishing (BOT 2133) has been removed.

Electronic Spreadsheet (BOT 1813) has been removed.

Database Management (BOT 2323) has been removed.

CPT Coding (BOT 2773) has been added.

ICD Coding (BOT 2783) has been added.

Communication Technology (BOT 2823) has been added.

Microcomputer Applications (BOT 1133) has been added.

Document Formatting & Production (BOT 1113) has been added.

Records Management (BOT 1413) has been added.

The Medical Office Technology program of study is designed to prepare students to work in office positions in hospitals, doctor's offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, transcription, coding, and computer software application.

4. Microcomputer Technology:

Keyboard Concepts (BOT 1843) is no longer taught.

Operating Systems (BOT 2143) is no longer taught.

Microcomputer Applications (BOT 1113) has been added.

Document Formatting & Production (BOT 1113) has been added.

Keyboard Skillbuilding (BOT 1123) has been added.

Network Fundamentals (CPT 2373) has been added.

The Microcomputer Technology program of study provides training in microcomputer operations in an office setting, including software configuration, troubleshooting, and systems operation.

5. Office Systems Technology:

Keyboard Concepts (BOT 1843) is no longer taught.

Operating Systems (BOT 2143) is no longer taught.

Microcomputer Applications (BOT 1113) has been added.

Document Formatting & Production (BOT 1113) has been added.

The Office Systems Technology program of study provides training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

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6. Collision Repair Technology:
Science & Technology (ATE 1113) has been removed.
Computer Literacy Course has been added.
The title of Work Based Learning has been changed to Supervised Work Experience (ABT 2921, 2922, 2923).

Computer Information System Technology:

7. Computer Network Support:
CPT 1323 may be substituted by Additional Approved Programming Elec.
English Composition II has been replaced with Humanities/Fine Arts Elec.
8. Software Engineering:
CNT 1624 was replaced by CNT 1634.
9. Electronics Technology:
Fundamentals of Electronics-EET 1192 has been removed.
Interfacing Techniques-EET 2514 has been removed.
The list of suggested technical electives has been revised.
The Program description has been changed as follows:
Electronics Technology is an instructional program which prepares individuals to support electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices, and systems. Included is instruction in model and prototype development and testing; systems analysis and integration, including design, development of corrective and preventive maintenance techniques; application of engineering data; and the preparation of reports and test results.

Engineering Technology:

10. Architectural Engineering Technology:
Architectural History (ENT 2713) has been removed.
Architectural Rendering (ENT 2643) has been removed.
Statics & Strengths (ENT 2253) has been removed.
Approved Technical Electives has been changed to 12 hours.
Approved Elective has been changed to 3 hours.
11. Construction Engineering Technology:
Elementary Surveying (ENT 1413) has been removed.
Statics & Strengths (ENT 2253) has been removed.
Approved Technical Elective of 3 hours has been added.
Civil Drafting (ENT 2153) has been added.

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12. Drafting & Design Technology:
English Composition II (ENG 1123) has been removed.
Technology Graphics (ENT 1133/GRA 1153) has been removed.
G, D, & T (ENT 1143) has been removed.
Approved Technical Electives of 9 hours have been added.
Computational Methods (ENT 1123) has been added.
Humanities/Fine Arts Elective has been added.
13. Industrial Engineering Technology:
Wood Technology (ENT 1223/IED 1213) has been removed.
Programming Elective has been removed.
OR has been removed from ENT 2443 & BAD 2323.
Approved Electives has been changed from 9 hours to 12 hours.
14. Industrial Technology:
Wood Technology (ENT 1223/IED 1213) has been removed
Technology Graphics (ENT 1133/GRA 1153) has been removed.
Programming Elective has been removed.
Accounting I (ACC 1213) has been added.
Approved Elective of 3 hours has been removed.
15. Funeral Service Technology:
www.absfe.org will be added to the Board of Funeral Service Education address.
English Composition II has been replaced with Humanities/Fine Arts Elective.
16. Heating, Ventilation, AC & Refrigeration Technology:
Total of Restricted Technical Electives are changed from 6 hours to 5 hours.
Computer Literacy Course is added.
17. Occupational Therapy Assistant Program:
English Composition II has been replaced with Humanities/Fine Arts Elective

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IV. The following Career Program has been changed:

Cosmetology
One Year Certificate
First Semester

| | |
|-----------------------------------|----------|
| Cosmetology Orientation | COV 1122 |
| Cosmetology Sciences | COV 1245 |
| Hair Care I | COV 1426 |
| Skin Care I | COV 1622 |
| Nail Care I | COV 1522 |
| Total | 17 hrs. |

Second Semester

| | |
|----------------------------------|----------|
| Cosmetology Science II | COV 1255 |
| Hair Care II | COV 1436 |
| Skin Care II | COV 1632 |
| Nail Care II | COV 1532 |
| Salon Business I | COV 1722 |
| Total | 17 hrs. |

Summer Term

| | |
|------------------------------------|----------|
| Cosmetology Sciences III | COV 1263 |
| Hair Care III | COV 1443 |
| Skin Care III | COV 1642 |
| Nail Care III | COV 1542 |
| Salon Business II | COV 1732 |
| Total | 12 hrs . |

All of the courses for the curriculum have been removed and replaced by the following:

COV 1122-Cosmetology Orientation

This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Two hours credit.

COV 1245-Cosmetology Sciences I

This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three lectures. Six hours laboratory. Five hours credit.

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COV 1255-Cosmetology Sciences II (pre/corequisite: COV 1245)

This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations in cosmetology practices and safety precautions associated with each. Three lectures. Six hours laboratory. Five hours credit.

COV 1263-Cosmetology Sciences III (prerequisite: COV 1255)

This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

Two lectures. Three hours laboratory. Three hours credit.

COV 1426-Hair Care I

This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Twelve hours laboratory. Six hours credit.

COV 1436-Hair Care II (pre/corequisite: COV 1426)

This course consists of the advanced study of properties of the hair and scalp, principles of hair design; shampooing, rinsing, and conditioning; haircutting, hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Twelve hours laboratory. Six hours credit.

COV 1443-Hair Care III (pre/corequisite: COV 1436)

This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting, hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Nine hours laboratory. Three hours credit.

COV 1522-Nail Care I

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

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COV 1532-Nail Care II (pre/corequisite: COV 1522)

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 1542-Nail Care III (pre/corequisite: COV 1532)

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours laboratory. Two hours credit.

COV 1622-Skin Care I

This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 1632-Skin Care II (pre/corequisite: COV 1622)

This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 1642-Skin Care III (pre/corequisite: COV 1632)

This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours laboratory. Two hours credit.

COV 1722-Salon Business I

This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

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COV 1732-Salon Business II (pre/corequisite: COV 1722)

This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

V. The following Academic Program has been added.

General College Studies

| First Year | | | |
|--------------------|---------------|--------------------|---------------|
| First Semester | | Second Semester | |
| English Comp. I | ENG 1113 | English Comp. II | ENG 1123 |
| History Elective | 3 | History Elective | 3 |
| Nat. Science w/Lab | 4 | Nat. Science w/Lab | 4 |
| *Elective | 6 | *Elective | 6 |
| Total | 16 hrs | Total | 16 hrs |

| Second Year | | | |
|-------------------------|---------------|-------------------------|---------------|
| First Semester | | Second Semester | |
| Humanities Elective | 3 | Psychology Elective | 3 |
| Social Science Elective | 3 | Social Science Elective | 3 |
| Computer Elective | 3 | Fine Arts Elective | 3 |
| College Algebra | MAT 1313 | Oral Communication | SPT 1113 |
| *Elective | 3 | *Elective | 3 |
| **P.E. Elective | 1 | **P.E. Elective | 1 |
| Total | 16 hrs | Total | 16 hrs |

This curriculum is designed to serve two primary purposes: (1) An entering student may elect to follow this program for one or two semesters before deciding on a specific field of study. When a specific field of study is decided upon, the transition into the new program should be no problem. (2) Students who wish to change majors after one or two semesters in another of the programs at Holmes can use this General College Studies curriculum as an alternative in order to have at least an opportunity to meet degree requirements and graduate from Holmes. The table of courses above is only a suggested guideline; therefore, the order in which courses are taken is flexible.

* English, mathematics, and reading require proper placement scores. Electives must be approved through the student's academic advisor.

** In some cases physical education is not required. Check with your advisor.

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VI. The following Academic Programs have had the second year added to the curriculum.

Agriculture

First Year

| First Semester | | Second Semester | |
|---------------------------|----------|-----------------------|----------|
| English | | English | |
| Composition I | ENG 1113 | Composition II..... | ENG 1123 |
| General | | General | |
| Chemistry I | CHE 1213 | Chemistry II | CHE 1223 |
| General Chemistry | | General Chemistry | |
| Laboratory I | CHE 1211 | Laboratory II | CHE 1221 |
| College Algebra | MAT 1313 | Bus. Calculus I..... | MAT 1513 |
| Humanities Elective | 3 | Oral Communication .. | SPT 1113 |
| Botany I..... | BIO 1314 | Botany II..... | BIO 1324 |
| Total | 17 hrs. | Total | 17 hrs. |

Second Year

Because of the large number of majors available in agriculture, it is difficult to suggest the exact courses for the sophomore year. Students should consult their senior college catalog as a guide. However, if you desire to receive an Associate of Arts degree in Agriculture the following is a recommended second year.

| First Semester | | Second Semester | |
|-----------------------------|----------|-----------------------|----------|
| Zoology I | BIO 2414 | Zoology II | BIO 2424 |
| Accounting I | ACC 1213 | Accounting II | ACC 1223 |
| Macroeconomics I..... | ECO 2113 | Microeconomics I..... | ECO 2123 |
| Fine Arts elective | 3 | Social/Behavioral | |
| Legal/Business | BAD 2413 | elective | 3 |
| CSC Computer literacy | 3 | Statistics..... | MAT 2323 |
| Total | 16 hrs. | Total | 16 hrs. |

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Forestry and Wildlife

First Year

First Semester

English
Composition I ENG 1113
College AlgebraMAT 1313
General
Chemistry ICHE 1213
General Chemistry
Laboratory I CHE 1211
Botany I..... BIO 1314
or Gen. Biology I..... BIO 1134
Humanities elective 3
Total 17 hrs.

Second Semester

English
Composition II..... ENG 1123
General
Chemistry II CHE 1223
General Chemistry
Laboratory II CHE 1221
Zoology I BIO 2414
Oral Communication .. SPT 1113
Trigonometry MAT 1323
Total 17 hrs.

Forestry and Wildlife majors must complete several specialized courses during the sophomore year. These courses are taught only at Mississippi State University and therefore students are advised to transfer after the freshman year. Students should consult their senior college catalog as a guide. However, if you desire to receive an Associate of Arts degree in Forestry and Wildlife, the following is a recommended second year.

Second Year

First Semester

General Physics I.....PHY 2414
Accounting IACC 1213
Macroeconomics I..... ECO 2113
CSC Computer literacy 3
Business CalculusMAT 1513
Total 16 hrs.

Second Semester

Humanities elective..... 3
Accounting II ACC 1223
Microeconomics I..... ECO 2123
Fine Arts elective 3
Statistics..... MAT 2323
Total 15 hrs.

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Pre-LPN

First Year

One-Year Program for Points on the LPN Admissions Scale

| First Semester | | Second Semester | |
|-----------------------------------|----------|-------------------------------|---------------|
| English | | English | |
| (by placement test) | 3 | (by placement test) | 3 |
| General | | Human Growth & | |
| Psychology I | PSY 1513 | Develop | EPY 2533 |
| Biological Science Elective | 4 | Physical Science Survey II, | |
| Reading | | Nutrition, or BIO 2524 | 3 or 4 |
| (by placement test) | 3 | Medical Terminology..BOT 1613 | |
| Mathematics | | Speech..... | 3 |
| (by placement test) | 3 | | |
| Total..... | 16 hrs. | Total | 15 or 16 hrs. |

Program Description: The purpose of this curriculum is to improve the academic foundation of LPN applicants. It is designed to be flexible enough to provide for individual needs such as preparing for an ACT re-test, reviewing basic skills, or completing some of the required courses for future upgrade to ADN or BSN. Substitutions may be made with the prior written approval of the Pre-LPN advisor and the District Vice-President for Academic Programs.

Students who complete this program by

1. earning a minimum of 31 semester hours at Holmes Community College,
2. earn a "C" or higher in each course,
3. earn a 2.5 G.P.A. or higher

will receive 4 points on the LPN Admission Scale.

After completing this program, students may apply to an LPN program. However, if you desire to receive an Associate of Arts degree in Pre-LPN Technology, the following is a recommended second year.

Second Year

| First Semester | | Second Semester | |
|-----------------------------------|----------|---------------------|----------|
| English Comp. I | ENG 1113 | English Comp. II | ENG 1123 |
| CSC Comp. elective | 3 | Humanities elective | 3 |
| Fine Arts elective | 3 | College Algebra | MAT 1313 |
| Biological Science elective | 4 | Physical Education | 1 |
| Per. & Comm. Health.HPR 1213 | | First Aid & CPR | HPR 2213 |
| Physical Education | 1 | Med. Office Term II | BOT 1623 |
| Total | 17 hrs. | Total | 16 hrs. |

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Pre-Radiologic Technology

First Year

| First Semester | | Second Semester | |
|-----------------------------------|---------------------|--------------------------|----------|
| *Anatomy & Physiology I | BIO 2514 | *Anatomy & Physiology II | BIO 2524 |
| Computer Concepts...or Equivalent | CSC 1113 (CSC 1123) | English Composition II | ENG 1123 |
| English Composition I | ENG 1113 | Oral Communications | SPT 1113 |
| College Algebra | MAT 1313 | Nutrition | BIO 1613 |
| Sociology | SOC 2113 | General Psychology | PSY 1513 |
| Total | 16 hrs. | Total | 16 hrs. |

*If the student does not have a strong background in biological science, then the student should consider taking General Biology I and II prior to taking Anatomy & Physiology I & II.

Technical/Clinical Phase is not offered at HCC

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center or one of several other two-year radiographic programs in the state of Mississippi. All applicants for the educational program in Radiologic Technology at UMC must have an enhanced ACT composite score of at least 19 and at least a 2.0 GPA on at least 26 acceptable semester hours. Applicants interviewed and accepted usually have a much higher GPA.

After completing this program, the student may apply to a Radiology Program. However, if you desire to receive an Associate of Arts degree in Pre-Radiologic Technology, the following is a recommended second year.

Second Year

| First Semester | | Second Semester | |
|-----------------------------|----------|-----------------------------|----------|
| Med. Office Term. I | BOT 1613 | Humanities elective | 3 |
| Fine Arts elective | 3 | Hum. Growth & Dev. | EPY 2533 |
| Biological Science elective | 4 | Biological Science elective | 4 |
| Per. & Comm. Health | HPR 1213 | First Aid & CPR | HPR 2213 |
| Humanities elective | 3 | Med. Office Term II | BOT 1623 |
| Total | 16 hrs. | Total | 16 hrs. |

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VII. The following Academic Courses have been added.

SOC 2113 – Introduction to Sociology (Honors).

An enriched introduction to the sociological perspective with an emphasis on real observations and application of sociological concepts to current issues of social interest. May not be taken for credit in addition to SOC 2113. Pre-requisite: Honors student or permission of instructor. Three lectures. Three hours credit.

ENG 2223 – American Literature I (Honors) (Prerequisite: 3 hours composition).

Designed for students who have a special interest in literature and who have at least a “B” average in English Composition I. A survey of American literature from its beginnings through the 1860s. Enrollment by invitation. Three lectures. Three hours credit.

ENG 2233 – American Literature II (Honors) (Prerequisite: 3 hours composition).

Designed for students who have a special interest in literature and who have at least a “B” average in English Composition I. A survey of American literature from the 1860s to the present. Enrollment by invitation. Three lectures. Three hours credit.

VI. The following Academic Course has been changed:

SOC 2133 – Social Problems (Prerequisite: SOC 2113).

VII. The following Technical Courses have been changed:

ATT 1414 – Basic Engine Performance (Prerequisite: ATT 1114).

ATT 2535 – Computerized Engine Controls (Remove prerequisite).

ATT 2343 – Wheel Alignment (Pre/Corequisite: ATT 2334).

FST 1223 – Embalming II.

This course is a continuation of FST 1214 with emphasis placed on the principles and techniques of embalming. Topics covered include linear and anatomical guides, case analyses, handling special case problems, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. Two lectures. Two hours Laboratory. Three hours credit.

FST 1231 – Clinical Embalming I.

Practically apply the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. One lecture. Three hours clinical. One hour credit.

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FST 1241 – Clinical Embalming II.

Practically apply the theoretical principles taught in the embalming curriculum. The student must arterial and cavity embalm a case in the presence of a certified member of the faculty. The faculty must certify the student minimally competent to embalm in order for the student to complete the course. One lecture. Three hours clinical. One hour credit.

VIII. The following Career courses have been changed:

PNV 1113 to PNV 1112.

Two lectures. Two hours credit.

PNV 1412 to PNV 1413.

Two lectures. Three hours clinical. Three hours credit.

PNV 1615 to PNV 1614.

Four lectures. Four hours credit.

PNV 1633 to PNV 1634.

Four lectures. Four hours credit.

PNV 1717 to PNV 1716.

Five lectures. Three hours clinical. Six hours credit.

PNV 1912 to PNV 1913.

One lecture. Six hours clinical. Three hours credit.

I certify the above amendment is true and correct in content and in policy.

Vice President for Academic Programs, Dr. Fran Cox

August 16, 2005